



Building Management Policy and Procedures for Emergency Preparedness and Facility Coordination for the Ernest Orlando Lawrence Berkeley National Laboratory

**LBNL/PUB-541
Effective Date: April 1, 2003**

**Emergency Preparedness Program
Property Protection and Life Safety
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Approved By:

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Property Protection and Life Safety
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CONTENTS

I. Concept of Operations.....	4
II. Funding and Institutional Support.....	4
III. Scope.....	4
a. Building Management Responsibility	4
b. Appointment of Building Manager	5
c. Training	6
d. Recognition	6
IV. Building Management Functions	6
a. Emergency Preparedness.....	7
b. Building Facility Coordinator	7
c. Building Point of Contact.....	8
d. Miscellaneous Building Duties	8
V. References	8

I. Concept of Operations

To ensure efficient and effective management of LBNL facilities, LBNL shall assign line managers to perform appropriate work functions. LBNL divisions that are delegated responsibility for the management of buildings shall designate division personnel to serve as – "Building Managers."

The Building Managers are authorized by the division director to ensure that the required building management functions are staffed properly by one or more qualified individuals, and the building duties are carried out effectively. Building management functions include but are not limited to:

- (1) Emergency preparedness,
- (2) Being informed of, and – where necessary – coordination of construction and maintenance activities with building occupants
- (3) Serving as a point of contact for general information about the building activities and occupants, and
- (4) Miscellaneous building duties as required by the division.

II. Funding and Institutional Support

Building Managers are normally staff or matrixed employees operating within the division organization. Division directors are responsible for funding the building management position. In buildings where space is occupied by more than one division, funding is prorated by the amount of space occupied by each division and by the percentage of the employee's total time spent on building management functions. Funding for training and supplies for building management functions is normally provided by the division; however, emergency preparedness supplies, equipment, trainers, literature, and special activities are funded by the LBNL Emergency Manager.

III. Scope

1. Building Management Responsibility

Division Directors are expected to manage operations in their division's assigned space. When a division occupies the majority or all of a building's space, the Division Director is responsible for managing the entire building. In unique cases, the Laboratory Director may delegate management of a building to a unit other than the majority division. Repair and maintenance activities in common space (i.e., restrooms, loading docks, hallways, stairways, etc.) are performed by Laboratory's Facilities Division and are not the responsibility of the occupying division.

If the Division Director believes that a building assignment is no longer his/her responsibility, the director can request in writing to the Laboratory Deputy Director for Operations (attn.: Emergency Manager) the re-assignment of that building. The basis of the request and recommended alternatives should be clearly stated. The Laboratory Deputy Director will review the request and provide a written response to the requester.

2. Appointment of Building Manager

To implement building management functions, the Division Director appoints, contracts or hires staff to serve as Building Managers. Building Managers are normally division employees who are knowledgeable of their building's operations and organization. Division Directors may assign Building Managers to more than one building, assign deputies to assist their Building Managers, and/or delegate certain building functions to other assigned staff.

Recommendations will be forwarded from the Division director (or designee) to the Emergency Preparedness Program Manager for submission to the Deputy Director for Operations (or designee), who shall concur with the appointments of Building Managers, to ensure that the Program is meeting institutional requirements and that buildings are operating as efficiently and effectively as feasible.

To facilitate communication and to monitor performance, the Deputy Laboratory Director for Operations, shall exercise line management authority for the Building Management Program. The LBNL Emergency Preparedness Program Manager shall provide staff assistance to the Building Manager Program.

In buildings where space is occupied by more than one division, the Division Director shall consult with the directors of the other divisions on the selection of the Building Manager. However, the majority division's selection is final, subject to appeal to the Laboratory Director. Although Building Managers work closely with all levels of staff from other divisions, they will continue to report to their division administration.

In cases with complex or unique building operations, division directors may contract the service of a matrixed employee from one of the Support Divisions for their building management functions.

3. Training

Initial and periodic training is required for Building Managers. Because Building Managers have a variety of responsibilities, they shall receive, at a minimum, the following training:

- EHS- 156 Building Manager Orientation
- EHS-530 Fire Extinguisher Training (annual renewal)

It is recommended that Building Managers also take:

- Building Managers Seminars/Updates (as offered)
- EHS-135 EQ/Wildland Fire Safety (suggested 3 year renewal)

4. Recognition

Duties related to the above functions are equivalent to the employee's other regular duties. Building management duties should be described in the employee's job description, be a formal part of the employee's annual performance evaluation and, during merit pay determinations, should be considered as value added. The division director shall fully support the allocation of resources and worktime, and shall ensure the training for the designated Building Managers.

VI. Building Management Functions

The Building Managers are responsible for the various building functions that promote the overall operation of the building. They assume a coordinating and assurance role in fulfilling their duties. Division personnel, as building occupants, are expected to cooperate with the Building Manager. Included in Section V of this document are the individual function descriptions for Building Managers. The functions include but are not limited to the following areas:

- **Emergency Preparedness.**
- **Building Facilities Coordination.**
- **Building Point of Contact.**
- **Miscellaneous Building Duties.**

1. EMERGENCY PREPAREDNESS

Objective: Under the guidance of the LBNL Emergency Preparedness Program Manager, the Building Manager shall assume a lead role in coordinating the building's emergency preparedness program.

Functions and Responsibilities

1. Under the guidance of the LBNL EP Program Manager, assist with the preparation and updating of the emergency evacuation and egress plans for the building or complex.
2. In buildings with only one division occupying the space, recommend personnel to division management for appointment as BET Leader and BET members sufficient to execute the emergency plan for the building. In multi-divisional buildings, identify vacancies on the emergency team and request the appropriate division provide members.
3. Participate in the monthly Building Manager radio checks.
4. After a significant emergency, assist the BET with a critique and short report on the effectiveness of the emergency response.

2. BUILDING FACILITIES MANAGEMENT

Objective: The Building Manager will be a point of contact with the Facilities Division during any construction and maintenance activities to help minimize disruptions to the building operations and personnel

Functions and Responsibilities

1. Coordinate (with the Facilities Division) construction or maintenance activities that may adversely affect the operations of the building occupants and users. including notification of any impacts on parking.
2. Inform building occupants regarding Facilities work and the impacts.
3. Act as intermediary between building occupant/users and construction project managers and maintenance supervisors for scheduling, notification, and vacating of work areas prior to the start of construction or maintenance activities.
4. The Building Manager does not oversee construction or maintenance work, mediate contractual disputes, manage janitorial services or coordinate parking for outside contractors or vendors.
5. Assist the Facilities Department in the identification of building hazards that may have an adverse effect on the Facilities personnel who are performing the construction and maintenance work. Facilities personnel should check in with the Building Manager to obtain information on building hazards.
6. Coordinate the shutdown of equipment and systems to ensure that building operations continue to be safe and in compliance with building practices during construction or maintenance activities.
7. Building Managers for off-site buildings shall serve in a coordinating role for the Facilities Division and the Property Manager.

3. BUILDING POINT OF CONTACT

Objective: The Building Manager may be a primary point of contact for visitors and compliance inspectors during site visits.

Functions and Responsibilities

1. May serve as the building representative and escort for visitors and compliance inspectors.
2. May act as a point of contact for compliance inspections and audits with EH&S.

4. MISCELLANEOUS

Objective: On occasion, Building Managers shall perform miscellaneous building duties or participate in special projects at the direction of their Division Director. These duties are only assigned to Building Managers when their involvement will measurably improve the operation of their building..

Functions and Responsibilities As assigned.

V. References

Berkeley Lab's Master Emergency Plan provides a detailed description of the Emergency Management Program and includes information on the emergency response organization. References that support this Building Management Plan and the Master Emergency Plan are:

- LBNL Pub 533, Master Emergency Plan (*and all references and standards applied therein*)
- LBNL Pub 540, Sitewide Building Emergency Plan for the Ernest Orlando Lawrence Berkeley National Laboratory
- LBNL PUB-3000 Chapters 1, 2, 9, 23, and 24
- LBNL Urban-Wildland Fire Plan, PUB-535
- LBNL Emergency Response Guide (red/white wall hanging) (4/99)
- LBNL Emergency Preparedness Employee Pocket Guide (9/02)
- Security at Berkeley Lab (tri-fold brochure) (08/02)